

REAFFIRMATION AGREEMENT - AMENDED
05/15/2009

Description: This process shows the steps and screens required for an external user to file an Amended Reaffirmation Agreement in CM/ECF.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Reaffirmation Agreement –Amended** from the events list or start typing “Reaffirmation” in the text box to find the event.
- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen appears.

- Click in the box to associate filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 6 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.

- If the incorrect party does not appear in the party box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

- Click in the box if the document is being filed with another attorney.
- Click the **[Next]** button.

STEP 8 – The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 9 – The SELECT RELATED EVENT screen appears.

- Check the box beside the event to which your document relates.

NOTE: The Amended Reaffirmation Agreement should be linked to the original Reaffirmation Agreement at issue.

- Click the **[Next]** button.

STEP 10 – The CREDITOR NAME screen appears.

- Enter the Creditor Name in the Amended Reaffirmation Agreement.
- Click the **[Next]** button.

STEP 11 – The FILED DATE OF THE CASE screen appears.

- Is the filed date of the case ON or AFTER 10/17/2005? Select either Yes or No from the radio buttons.
- Click the **[Next]** button.

STEP 12 - The TYPE OF REAFFIRMATION screen appears.

- Select the type of Amended Reaffirmation Agreement:
 - With Affidavit of Counsel
 - Without Affidavit of Counsel **or** Pro Se
- Click the **[Next]** button.

STEP 13 - The MONITOR DEADLINE screen appears.

- This date is automatically set by CM/ECF.
- Click the **[Next]** button.

STEP 14 - The FINAL DOCKET TEXT screen displays.

- Verify the accuracy of the docket text. This information will display on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error to be corrected.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- If all of the information is correct, Click the **[Next]** button.

Sample Docket Text: Final Text – With Affidavit of Counsel

Reaffirmation Agreement – Amended Between Debtor and ABC Company (With Affidavit of Counsel) Filed by Bill Attorney on behalf of ABC Company (related document(s) [23]). Reaffirmation Agreement Monitor Deadline: 05/26/2009 (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Sample Docket Text: Final Text – Without Affidavit of Counsel or Pro Se

Reaffirmation Agreement – Amended Between Debtor and ABC Mortgage Company (Without Affidavit of Counsel or Pro Se) Filed by ABC Mortgage Company (related document(s) [23]). Reaffirmation Agreement Monitor Deadline: 05/26/2009 (ABC Mortgage Company)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 15 - The NOTICE OF BANKRUPTCY CASE FILING screen displays.

- The Notice of Electronic Filing (NEF) is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.
- The document number is a hyperlink to the filed document. Clicking on this hyperlink takes you back to the PACER login screen.

NOTE: PACER login and password is separate from your CM/ECF login and password.